



DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
1421 JEFFERSON DAVIS HWY
ARLINGTON VA 22243

IN REPLY REFER TO

NAVAIRINST 7030.5C
AIR-7.6.2
02 Jul 96

NAVAIR INSTRUCTION 7030.5C

From: Commander, Naval Air Systems Command

Subj: RESPONSIBILITIES AND PROCEDURES FOR ISSUING
INTERDEPARTMENTAL PURCHASE REQUESTS

Ref: (a) Federal Acquisition Regulation, subpart 17.5
(b) OPNAVINST 4000.79A of 12 June 87
(c) NAVCOMPT Manual Para. 035401
(d) NAVCOMPT Manual Para. 035403
(e) NAVCOMPT Manual Para. 035404
(f) NAVAIRINST 7300.8C of 20 May 94
(g) SECDEF Memo of 8 Feb 94
(h) ASN(RDA)ABM memo of 23 Jan 95
(i) ASN(RDA)ABM memo of 30 Jun 95
(j) AIR-802/208 memo of 24 May 94

Encl: (1) Department of Defense form 448, Military
Interdepartmental Purchase Request
(2) Determination and Findings for an Economy Act/IPR

1. Purpose. To outline the policy and procedures within the Naval Air Systems Command (NAVAIR) including the Program Executive Officer (PEO) Offices and the Joint Strike Fighter Program Office (JSF) for issuing Interdepartmental Purchase Requests (IPRs), to obtain materials or services, to government agencies outside the Department of Defense (DoD).

2. Cancellation. This instruction supersedes NAVAIR Instruction 7030.5B of 17 Oct 1994. Since this is a major revision, changes are not indicated.

3. Scope. The provisions of this instruction apply to any component of NAVAIR, the PEOs and JSF for all interagency procurement requests issued to any organization outside of the DoD. Regardless of the document type used, this kind of procurement falls under the statutory requirements of The Economy Act (Title 31 U.S.C. 1535) as implemented by reference (a). As such, these IPRs are considered Economy Act Orders.

4. Background. An Economy Act Order is any interagency order issued for goods or services that is not specifically excluded from the requirements of The Economy Act (31 U.S.C. 1535). The

U.S. Coast Guard is designated by statute as a military service. Additionally, they are an agency of the Department of Transportation. As such, they are not exempt from the statutory requirements of 31 U.S.C. 1535. Although, due to interservice support agreements (per reference (b)), they will be issued Military Interdepartmental Purchase Requests (MIPRs) using the document type "MP". State governments, although not specifically covered under the Economy Act, will be issued the MIPR form using the document type "IP". The U.S. Coast Guard, State governments and all other non-DoD agencies are subject to the review requirements of paragraph six.

5. Funding. Reference (c), the Navy Comptroller (NAVCOMPT) Manual specifies that a reimbursable Economy Act order is an order issued under the authority contained in Title 31 U.S. Code 1535. Reference (d) states that reimbursable orders are to be used by all components of the Department of the Navy for requesting work or services of any kind from any Government-owned and operated establishment. Therefore, all NAVAIR interagency procurement will be accomplished on a cost reimbursable basis under the provisions of the Economy Act. Requests for material or services will be initially financed by the appropriation of the procuring or performing agency with subsequent collection from the requesting agency upon delivery of the material or services. Economy Act Orders do not extend the obligational life of the appropriations beyond that authorized by Congress. Therefore, all interagency procurements will contain a statement, typed in the description section, as to when the funds expire for obligational purposes as well as a date that all work must be completed.

6. Procedures

a. The DoD form 448, issued as an "IP" document type, (enclosure (1)), is the required form prescribed by NAVCOMPT, per reference (e), for interagency IPRs with the following (Economy Act) statement typed in the description section, "This Interdepartmental Purchase Request is issued as an Economy Act Order in accordance with Federal Acquisition Regulation 17.5". Funding documents issued to state governments will not contain the "Economy Act" statement, but must provide the information required by enclosure (2) and are subject to the review requirements of enclosure (2). Interdepartmental funding documents issued to the U.S. Coast Guard as an "MP" document type will contain the "Economy Act" statement and are subject to the statutory requirements of 31 U.S.C. 1535 and the review requirements of enclosure (2).

b. Addressees will follow the procedures outlined in reference (f) for document preparation of the DoD form 448 when processing IPRs for release by the responsible Comptroller office.

c. Per references (a) and (g) as implemented by references (h) and (i), a Determination and Finding (D&F) must be completed and approved for all IPRs prior to issuance. No other agreement (i. e. Memorandum of Understanding) between the requiring organization and the performing organization is an acceptable alternative to the D&F.

1. All D&Fs (enclosure (2)) will be completed by the originating office and forwarded, along with the draft IPR, to the cognizant Procurement Contracting Officer (PCO) for review, coordination with counsel and signature. If there is no cognizant PCO, NAVAIR Headquarters (NAVAIRHQ), AIR-2.1 will assume that responsibility. Additionally, IPRs that require the acquisition of Federal Information Processing resources (computer resources) must also be reviewed by the cognizant Information Resource Management office.

2. NAVAIR field activities that do not have on site AIR-2.0 PCO's will complete enclosure (2) and forward it with the draft IPR to NAVAIRHQ, AIR-2.1. AIR-2.1 will determine the approving official based on the agency receiving the funds and will forward the D&F for signature.

d. All NAVAIRHQ IPR's must be signed and released by designated Comptroller personnel as specified in reference (j). Amendments to IPRs requiring any change in funding or scope are also subject to the review requirements of enclosure (2) and will be forwarded to AIR-2.1 for coordination with AIR-7.7.3. Amendments that require no change in funding or scope should be submitted directly to the responsible Comptroller division and do not require further review. Enclosure (2) and all supporting documentation will be retained in AIR-2.1.1. In addition, a copy of all field IPRs along with the required D&Fs will be forwarded to NAVAIRHQ AIR-2.1.1.

7. Reporting. All field activity Comptrollers will provide a copy of each IPR and amendments to AIR-2.1 for reporting purposes and comparison to approved D&Fs. The NAVAIR list of Financial Officer's responsible for issuing Economy Act IPR's will be updated annually and a copy provided to NAVAIRHQ AIR-7.6.2.

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8. Form. DoD Form 448, Military Interdepartmental Purchase Request, may be obtained from NAVAIRHQ Forms Stock Room, AIR-7.2.5.4 and other local stocking points.



S. W. Vance
Comptroller

Distribution:

FKA1A (established quantity): others 2 copies

SNDL: FKA1A (Deputy Commanders, Assistant Commanders, Program Executive Officers, Comptroller, Command Special Assistants, Program Directors, Designated Program Managers, Directorate Directors, and Office and Division Directors); FKR

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Stocked: Defense Distribution Depot Susquehanna Pennsylvania, Bldg 05, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0789.

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST					1. PAGE 1 OF 1 PAGES	
2. FSC	3. CONTROL SYMBOL NO.	4. DATE PREPARED	5. MIPR NUMBER		6. AMEND NO.	
7. TO:			8. FROM: (Agency, name, telephone number of originator)			
9. ITEMS <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN ACCOMPLISHED.						
ITEM NO.	DESCRIPTION <small>(Federal stock number, nomenclature, specification and/or drawing No., etc.)</small>	QTY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL PRICE	
a	b	c	d	e	f	
<div style="position: relative;"> <div style="position: absolute; top: 10%; left: 10%; width: 80%; height: 80%; border: 1px solid black; border-radius: 50%; opacity: 0.5; pointer-events: none;"> SAMPLE </div> <div style="position: absolute; top: 10%; left: 10%;"> <p>This Interdepartmental Purchase Request is issued as an Economy Act Order in accordance with Federal Acquisition Regulation 17.5.</p> <p>Funds expire for obligational purposes on _____.</p> <p>Work Completion date _____.</p> </div> </div>						
10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.					11. GRAND TOTAL	
12. TRANSPORTATION ALLOTMENT (Use FOB Contractor's plant)			13. MAIL INVOICES TO (Payment will be made by)			
PAY OFFICE 000A00						
14. FUNDS OR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.						
ACCN	APPROPRIATION	LIMIT/ SUB-HEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION		ACCTG STA 000A00	AMOUNT
15. AUTHORIZING OFFICER (Type name and title)			16. SIGNATURE		17. DATE	

Determination and Findings
For an Economy Act IPR

D&F #____-____
Fiscal Year

IPR Number _____

Pursuant to FAR 17.502, I have determined that an interagency acquisition under the Economy Act (31 U.S.C. 1535) is in the best interests of the Government, based upon the following:

FINDINGS:

1. This action, to obtain _____ from the Department of _____, does not conflict with any other agency's authority or responsibility. This procurement action is in accordance with the Economy Act. The value of this requirement is \$_____. (If class D&F, indicate both the total amount and the value of the initial increment).
2. Legal authority for this acquisition otherwise exists.
3. This action complies with FAR 6.002, in that this action is not being entered into with another agency for the purpose of avoiding competition requirements.
4. This action is in the best interests of the Government because the _____
(Briefly state Navy requirement)

a. (Explain why ordered supplies or services cannot be provided as conveniently and economically by contracting directly with a private source).

b. (Explain the servicing agency's unique expertise or ability not available within DoD).

c. (Explain how the supplies or services are clearly within the scope of the servicing agency's activities and are something the agency normally contracts for itself).

5. (If Non-Commercial) This Acquisition conforms to the requirements of FAR 7.3, Contractor Versus Government Performance. Those supplies and services obtained from federal sources cannot be performed as conveniently or more economically by a private contractor.

(If Sole Source) NAVAIR has provided _____ (the Servicing Agency) with the necessary justification for a Sole Source procurement.

(If Competitive) This action is deemed to be competitive because _____

Determination and Findings
For an Economy Act IPR

D&F #____-____
Fiscal Year

IPR Number_____

6. Requirement Initiator (Code_____) has checked with the procuring agency and to the best of our knowledge and belief the agency is complying with all applicable laws and regulations, and can perform contract administration. [Or no contract administration will be required, as the work will be done in-house].

7. (If a fee is paid) The Department of _____ charges the Navy a fee of _____(____%) which equals \$_____. This cost is comparable (or below if applicable) to what it would cost NAVAIR to enter into a similar agreement. Therefore, (The Agency) is not receiving a fee that exceeds the cost of entering into and administering the contract or agreement under which the order is filled. If no fee is paid state as none.

DETERMINATION:

8. Based on the information provided above:

a. The ordered supplies or services cannot be provided as conveniently and as cheaply by contracting directly with a private source.

b. (The Servicing Agency) has unique expertise or an ability not available within the Department of Defense; and

c. The supplies or services clearly are within the scope of activities of (the Servicing Agency) and (that agency) normally contracts for those supplies or services for itself.

Requirement Initiator_____ Date_____
(Organization/Code)

Contracting Officer_____ Date_____
(Organization/Code)

Reviewed and approved as to form and legality:

Counsel_____ Date_____
(Organization/Code)

Approving
Official_____ Date_____
Name, Grade and Office Code

(Must be Senior Executive Service or Flag Level)

(If to DoE)
Copy to:
ASN(RDA)ABM-PP